

S-E-C-R-E-T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190049-4

PRELIMINARY LIST OF REPORTS PRODUCED IN OTR
1 January 1970 to 30 June 1971
17 Sept. 1970

Report Title (May not be exact title)	Frequency ⁺	Report Produced by				
		School*	Faculty	Staff	Branch	DTR
Program-Assisted Instruction Activity	SA	All	All		ITB	
Speaker evaluation cards	A	All	All			
Membership of staff members on committees	A	All	All	All	All	
Accessions list of books and publications procured in OTR	Q					OTR/LY
New books received	M	All	All	All	All	
Reports Inventory Report	A	All	All	All	All	X
25X Certification that (Employee Conduct) was read by staff	SA	All	All	All	All	
Services provided to other agencies	A?	All	All			
Course schedule projection	SA	All	All			
OTR Schedule of Courses	SA					AIR
Evaluation of OTR Training	A	All	All		ITB	
DTR Evaluation of OTR Training (OTR Report to DD/S)	A			EA		X
Component Training Evaluation	A	All				
DTR Component Training Evaluation	A			EA		X
Records Holdings Survey	A	All	All	All	All	Rec.Off.
Destruction of Records	A	All	All	All	All	Rec.Off.
Statistics on accomplishments	A(CY)	All	All			
	A(FY)	All	All			X

+ SA, semi-annual; A, annual; W, weekly; M, monthly; Q, quarterly; D, daily

*Includes DTS

X Report sent forward by DTR

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		School*	Faculty	Staff	Branch	DTR
Annual Program Call: Budget Estimates	A	All	All	All	All	
OTR Budget Estimates	A				B&F	X
Annual Program Call: Response to Program Call	A	All	All	All	All	
OTR Response to Program Call	A			EA		X
Weekly Report	W	All	All	All	All	
OTR Weekly Report to DD/S	W		25X1	EA		X
End of course reports	Irreg.	All	All		ITB	
Military Status Report	M				CTP	
25X1 Monthly Statistics--Applicant Files	M				CTP	
Projected Training Requirements	M		DTS			
Report of Deer Season	A		DTS			
Report to ISS/TR re Schedule of Courses	?		DTS			
Completion of Jump Training	?		DTS			
Commo Monthly Reports	Q		DTS			
Commo Reports of Destruction	?		DTS			
Financial Reports	?		DTS			
Public Works Reports to RECD/OL	?		DTS			

Report Title (May not be exact title)	Frequency	Report Produced by				
		School*	Faculty	Staff	Branch	DTR
Equipment Inventory	A?	All	All	All	All	
Significant personnel developments	W					PB
Report on Contractors (renewal or termination)	M					PB
Report to School and Staff Chiefs on status of obligations	M					B&F
Report to OF on property encumbrances	M					B&F
Report to OF on unliquidated obligations applicable to lapsed appropriations	A					B&F
Report to OF on cash receipts and disbursements	D					B&F
Obligation abstracts (to OF)	D					B&F
Annual Dollar Value Report	A					B&F
Report to PFIAB	A			EA		X
National Interdepartmental Seminar (status) (Taggart)	A			EA		X
Registration in OTR courses	W					AIR
Employees assigned to external language training	Q					AIR
Statistics on internal training conducted by OTR and other Agency components	A					AIR

Report Title (May not be exact title)

Frequency School* Report Produced by
Faculty Staff Branch DTR

Statistics of external training sponsored by OTR
 and Agency components

M
 A
 Irreg.

AIR
 AIR

Film accessions list

AAB

Employees assigned to Seniorx Service Schools and
 in full-time academic programs (to OP)

A

AIR

Agency officers approved by Deputy Directors for
 full-time academic training

SA

ISS
 Sec/TSB

Funds expended for book purchases by OTR

Q

OTR/LY

Language Training Requirements

A

LS

Language Position Requirements

A

LS

Waivers of Language Requirements

A

LS

Directorate Progress Report (Language Devel. Program)

A

LS

Language Incentive Awards

A

LS

Language Development Program, Annual Progress Report

A

LS

Language Training Requirements

A

LS

External Language Training Report

A

LS

Language Training Report

A

LS

Area and Language Studies Program

A

LS

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		<u>School*</u>	<u>Faculty</u>	<u>Staff</u>	<u>Branch</u>	<u>DTR</u>
Accounting for LS Revolving Fund	M	LS				
Student acceptance list (for Language training)	SA	LS				
Informal Training Requests	M		ALT/OS			
Congressional budget	A				B&P	
Language Development	A			EA		X
Reports of Security Violations	?	DTS				

Report Title (May not be exact title)

Computer Reports Produced by OCS

Frequency Report Produced by
School* Faculty Staff Branch DTR

ATR External Training (601F)	SA	AIR
ATR Training of Contract Employees (601G)	A (CY)	AIR
ATR Purge Listing (601H)	A (CY)	AIR
ATR Intelligence Community Training (601J)	SA	AIR
ATR by service designation (601K)	A (CY)	AIR
ATR Alpha by employee (601A)	SA	AIR
ATR Alpha by office (601B)	SA	AIR
ATR by course (601C)	SA	AIR
ATR Alpha by Service Designation (601D)	SA	AIR
ATR external training only (601E)	SA	AIR
Same as 606B, except only on separations (606F)	A (FY)	AIR
Transaction Edit Errors (602A)	Q	AIR
Update Transaction Errors (602B)	Q	AIR
Dictionary, Facility, numeric (600F)	SA	AIR
Information Science Training (606A)	SA	AIR
Information Science Training (606B)	SA	AIR
Same as 606A, except only on-duty employees (606C)	A (FY)	AIR
Same as 606B, except only on-duty employees (606D)	A (FY)	AIR

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		<u>School*</u>	<u>Faculty</u>	<u>Staff</u>	<u>Branch</u>	<u>DTR</u>
Same as 606A, except only on separations (606E)	A (FY)				AIR	
Exit Dictionary Transactions (600A)	Q				AIR	
Error Dictionary Transactions (600B)	Q				AIR	
Dictionary, Alpha by course (600C)	SA				AIR	
Dictionary, numeric by course code (600D)	SA				AIR	
Dictionary, Alpha by facility (600E)	SA				AIR	